

# Michigan's Long-Term Care Conference

People, Partnerships, Possibilities

March 23-24, 2006

Hilton Detroit, Troy

## Vendor Opportunities

Michigan's Long-Term Care Conference presents a wonderful opportunity to showcase your company's products or services. With more than 500 consumers, providers and state agency representatives expected in attendance, you have a collective audience of buyers. One way to demonstrate your products or services at this conference is as a vendor. Space is limited, so reserve your space soon by completing this form and returning it to the address or fax number at the bottom.

There are 20 vendor tables available. Please contact Suzanne Trent at 517.285.3927 with any questions.

### **The \$350.00 vendor fee includes the following:**

- 6 foot skirted table, 1 chair, 1 waste basket
- Prime location in Assembly/Registration area and where refreshment breaks are offered twice a day.
- Attendees will be visible throughout the day as they go from plenary sessions to breakout sessions, to/from luncheon programs, Thursday evening reception, and refreshment breaks. Specific program agenda is attached.
- 1 electrical outlet (We must be notified by March 13, 2006 if you wish to secure one or more electrical outlets.)
- Wireless internet access is available, but not guaranteed inside the Assembly/Registration area.

### **Additional items are available at the following fees:**

- Save \$200.00 when reserving two or more vendor tables. Two tables will cost just \$500.00!
- Additional electrical outlet \$25.00
- Guaranteed quality internet service is available through use of a T-1 line. Fee is \$125.00 per line, per day. We must be notified **by March 13, 2006** if you wish to order a T-1 line.

### **General Vendor Information:**

- Vendors must set up before 7:30 a.m. Thursday, March 23, 2006 and tear down at 3:00 p.m. Friday, March 24, 2006. Vendors who tear down prior to this time will be charged a \$50.00 fee.
- If vendor requires space beyond the 6 foot table display area, Suzanne Trent must be contacted in advance to ensure appropriate space is reserved.

**Following is a diagram of the vendor area. Vendor tables are numbered for your convenience and aid in viewing. When completing vendor commitment form, be sure to indicate table preference. If one is not specified or is no longer available, you will be contacted immediately to make another selection, if available, or one will be selected for you.**

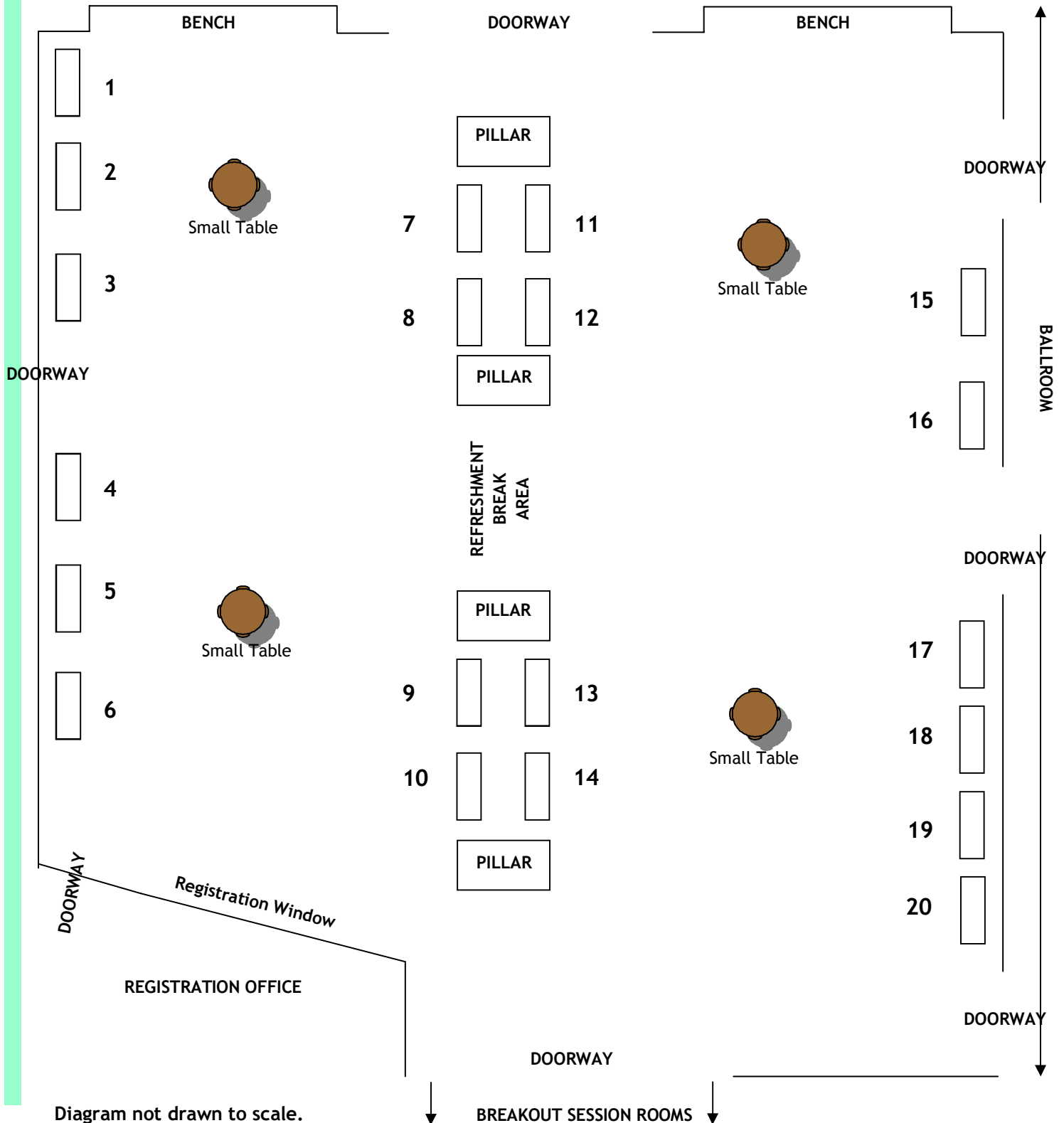
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## Vendor Area Diagram



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## Vendor Commitment Form

We are interested in being a vendor for Michigan's Long-Term Care Conference as indicated below:

**Our Preferred Vendor Table Location** (If you require more than one space, please list both table numbers you want within each Choice option.):

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

### Vendor Area Needs:

**Number of Electrical Outlets** \_\_\_\_\_ (First outlet is free. Additional outlets are \$25 each.)

**Number of T-1 Lines** \_\_\_\_\_ (T-1 line is available for \$125 per line per day.)

**Number of Representatives at Table** \_\_\_\_\_ (Conference Registration is not included in vendor fee. To attend informational programs and meal functions, please complete separate conference registration forms available online at [www.michigan.gov/mdch](http://www.michigan.gov/mdch) and return with registration fee payment.)

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Payment Method:

☐ **Total Amount Due:** \$ \_\_\_\_\_

☐ **Check made payable to MACMHB** ☐ **Credit Card:** Cardholder Name: \_\_\_\_\_

☐ **Visa** ☐ **MasterCard** ☐ **American Express** ☐ **Discover** Card Number: \_\_\_\_\_

**Cardholder Signature:** \_\_\_\_\_

**Complete Vendor Commitment Form and return with payment via fax or mail to:**

Suzanne Trent\*Michigan's Long-Term Care Conference\*426 South Walnut Street\*Lansing, MI 48933

Phone: 517.285.3927\*Fax: 517.374.1053\*[www.michigan.org/mdch](http://www.michigan.org/mdch)